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SAN FRANCISCO
COMMISSION ON THE STATUS OF WOMEN

RULES & PROCEDURES

August 12, 1975

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RULES & PROCEDURES
for
THE COMMISSION ON THE STATUS OF WOMEN

1. At present, membership of the San Francisco Commission on the Status of Women (hereafter referred to as Commission) will be comprised of eleven members who will select by election a chairperson and vice-chairperson.

2. The duly elected chairperson will communicate with the Board of Supervisors and other appropriate officials, will preside over regularly scheduled meetings, prepare agenda, and supervise the coordination of media, public relations. Election of the chairperson will be held annually or if appropriate at the end of the encumbant's term on the commission.

The Vice-chairperson should be nominated and duly elected from the remaining ten Commissioners and will assume the duties of the chairperson in her or his absence. In addition, the Vice-chairperson will assist the Chairperson in carrying out duties of the Chair.

3. Rules of Order will be governed by Roberts Rules of Order, Revised Edition.

4. Meetings will be held on the second and fourth Tuesdays of each month at 7:30 P.M. Emergency meetings can be called at the discretion of the chairperson or by petition of six Commissioners to the Chairperson. The regular meetings of the Commission will be devoted to: policy decisions, business involving the entire Commission, official correspondence, Committee reports, matters of community interest brought orally or in writing to the Commissioners. Meetings will conclude with oral communications from members of the audience. Such speakers are encouraged but not obligated to supply Commission members with written information in advance of their presentation. Such speakers may communicate with the Commission Coordinator and their presentations will be limited to five minutes. All meetings will be open to the public with the exception of matters dealing strictly with personnel matters. Meetings and locations of meetings shall be posted publically and delivered in writing or personally to newspapers of general circulation, radio, and television stations. In the event an emergency or otherwise unscheduled meeting is called, notice must be delivered personally or by mail to each Commissioner 48 hours prior to meeting time. Such notice must include time, location, and business to be transacted. No other business shall be considered at such time.

5. Voting will not be permitted by proxy. The presence of six Commissioners will constitute a quorum. When a quorum is present, the adoption of any motion shall require the concurrence of a majority of those present. Voting on all matters may be by voice vote unless the chair or a commissioner wishes a roll call vote. Voting on the election of officers will be by secret ballot.

6. Agenda will be prepared by the chairperson. Items to be emphasized, included, or placed on the agenda of any regular meeting shall be on file with the chairperson by noon Tuesday of the week prior to the scheduled meeting. Any commissioner may place an item on the agenda. The agenda shall be mailed so as to reach members of the Commission by Monday preceding the regular meeting. Community groups and individuals can ask for items to be placed on the agenda, for the following meeting, during that section reserved for community participation. Emergency procedures for placing community issues that must be acted upon immediately due to time or other impending factors, will originate with the chairperson and at the discretion of the Commissioners.

7. Committees will be established subsequent to ascertainment of priorities and dependent upon community needs.

8. Committees will be set up not to exceed ten members, at least two of whom shall be Commissioners appointed by the Chairperson; the Chairperson and the Commissioners will then select the remainder of the committee. A Commissioner will chair each committee and sub-committees of unlimited numbers will be formed if the need arises. One commissioner should be a member of each subcommittee but not necessarily its chairperson. Commissioners shall be appointed to their respective committees by the chairperson with chairperson taking into account the expertise and talents of the Commissioners.

For discussion of the purpose, priorities and possible committees, the Rules and Procedures Committee offers the following:

PURPOSE- The purpose of the San Francisco Commission on the Status of Women is to objectively discern what the actual status of women is in our community and from this base, investigate the potentials, goals, directions,needs, and rights of women. This information to be utilized to insure that the women of San Francisco are not and will not be prevented from achieving any goals or rights to which they are entitled as members of society by prejudice or other injustice.

PRIORITIES- Ongoing priorities will be established by contributions from Commissioners, community groups, and individuals. Initial priorities will be established by the Commission to establish a base of operations for forming initial committees.

COMMITTEES- Initial committees should include legislative, educational and employment.

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